

Administrative - Internal Use Only

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for approval to have DO/CMAG stationery printed

DD/A Register

FROM: Chairman
DO/CMAG
2D50

EXTENSION

NO.

83-0310

DATE

28 January 1983

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Executive Officer
to the DDA

29 JAN 1983

11 FEB 1983

OK

For approval

2.

7D18

3.

4.

5.

6.

Chairman, DO/CMAG
DO/OC/PCS
2D50 HQS

7.

8.

9.

10.

11.

12.

13.

14.

15.

STAT

83-0310

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DO/AE
83-0310

28 January 1983

MEMORANDUM FOR :
Executive Officer to the
Deputy Director for Administration

FROM : Chairman, Directorate of Operations
Clerical Management Advisory Group (DO/CMAG)

SUBJECT : Request for approval to have DO/CMAG
stationery printed

STAT

The DO/CMAG sends many letters, memoranda, announcements, etc. to, and having to do with, the clerical employees of this Directorate. Approval is requested to have stationery printed for this purpose.



STAT

D/S APPROVED:



1 FEB 1983

STAT

✓ *We checked with P&PD regarding past precedents for printing organizational stationery for Management Advisory Groups and are unable to find any precedent which indicates such stationery has been printed in the past. Under these circumstances, I regret that I cannot approve this request. Attached to your request was a copy of stationery printed for the DO Women's Advisory Council. This stationery was inadvertently printed without our approval. If you would like any additional information or explanation, I would be happy to provide it.

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DIRECTORATE OF OPERATIONS
CLERICAL MANAGEMENT ADVISORY GROUP

DIRECTORATE OF OPERATIONS
WOMEN'S ADVISORY COUNCIL